

Water Quality Program Municipal Stormwater Phase I & II (MS4) General Permit Renewal



General Permit Renewal Instructions

Access your MS4 General Permit Renewal via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal. If you have started the renewal process, please refer to the instructions at the end of this document to search your existing NOI applications and renewals.

Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit <https://secureaccess.wa.gov>
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal service, start your renewal with Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on "Add New Service"
- Click in the box "I would like to browse a list of services"
- Click on "Department of Ecology"
- Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"
- Click "Ok" and then Click "Access" and then "Continue" to the Home Page

Step 3: Click “Permit Coverage – Renewal - Notice of Intent (NOI)” from the Water Quality Permitting Portal Home Page.

DEPARTMENT OF ECOLOGY
State of Washington

Water Quality Permitting Portal WQWebPortal

Home Update Profile Manage Signature Account Help Logout

Welcome to the Water Quality Permitting Portal

The WQWebPortal allows you a single sign-on for all your electronic Water Quality permit actions. You can access and reference your electronic submissions at the WQWebPortal site anytime—day or night. Entering your data electronically guarantees instant receipt of the data—no more mailing paper DMRs every month! It also reduces application approval times and improves the accuracy of the data.

Apply for:

- **Permit Coverage - Renewal - Notice of Intent (NOI)**
 - Construction Stormwater General Permit
 - Industrial Stormwater General Permit
 - Sand and Gravel General Permit
 - Upland Fin-Fish Hatching and Rearing General Permit
 - Water Treatment Plant General Permit
 - Boatyard General Permit
 - Winery General Permit
 - Municipal Stormwater Permits
- Conditional No Exposure Exemption (CNE)
 - Industrial Stormwater General Permit
- Permit Application - Individual Permit
 - POTW to Surface Water
 - CAFO to Surface Water
 - Industrial to Surface Water

Submit data for:

- Discharge Monitoring Report (DMR)
- Permit Submittals (Annual Reports, SWPPP, etc)
- Illicit Discharge Detection and Elimination (MS4s only)

If you need any document from this site in a version for the visually impaired, call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

Step 4: Click the “Renew” link next to “Municipal Stormwater Permits.”

Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent

A Notice of Intent (NOI) is an application to be covered under a general permit. Each general permit has a specific NOI that asks you questions related to the permit coverage you are seeking. The coverage is for a specific location and is **not** transferable to a new location or to other facilities. However, a permit can be transferred to another owner/operator and retain the same permit number—a Notice of Transfer must be completed.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant receipt of the data, reduces application approval times, and improves the accuracy of the data.

What would you like to do?

Search my existing Notice of Intent (NOI) applications and renewals

Start a Notice of Intent (NOI) application for:

- Construction Stormwater General Permit - **Renew** - New
- Industrial Stormwater Permit - **Renew** - New
- Sand and Gravel General Permit - Fixed Sites - **Renew** - New
- Sand and Gravel General Permit - Portable Sites - **Renew** - New
- Upland Fin-Fish Hatching and Rearing General Permit - **Renew** - New
- Water Treatment Plant General Permit - **Renew** - New
- Boatyard General Permit - **Renew** - New
- Winery General Permit - **Renew** - New
- Municipal Stormwater Permits - **Renew** - New
- Puget Sound Nutrient General Permit - **Renew** - New

Step 5: Enter your permit #, including leading letters, and click the “Load” button.

Once you load the renewal, you are the only person who can access the renewal application.

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State of Washington

Notice of Intent WQWebNOI

WQWebNOI Home WQWebPortal Home Search My NOIs Manage Signature Account Help Logout

Re-apply for General Permit Coverage

Copy Application Information

Department of Ecology's Water Quality program would like to make re-applying for permit coverage a little more simple. Please enter your existing permit number and we will copy your current permit's data for you to start with.

Permit Number:

Don't know your permit number?
Please use the Water Quality Permitting and Reporting Information System (PARIS) to find your permit number before you start.
1. Hover over the "Permits/Applications" menu option.
2. Click on the "Permit Number/Type" link.
3. Enter part of your facility's name in the search textbox under "Permit Number/Type Search".
4. Click on "Search".
5. The permit number to use will be in the "Permit Number" column.

Can't get the current permit to load?
Please contact the WQWebPortal help staff at WQWebPortal@ecy.wa.gov.

Step 6: Review and make updates that are needed by clicking through the tabs on the left (see green highlight). When you are finished, click “Save and Continue.” If you need to leave your application and finish it later, click “Save and Submit Later.”

Section Help

Contact Information

This Notice of Intent application requires the following contact types: **Permittee, Legal Responsible Party, and Site Contact**. Please use the table below to fill in your required contacts. You may add additional contact types that are not pre-listed. All billing correspondence will be sent to the permittee.

Note: Please remember you are responsible for notifying the Department of Ecology when your contact information changes.

Contact Type	First Name	Last Name	Organization Name	Action
Permittee			Clark County	View

- If you need to make changes to your site name, location, or mailing address, please email your regional permit planner (see Ecology's [Municipal Stormwater General Permit webpage](https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits#municontact)¹ to find your region's permit planner).


¹¹ <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits#municontact>

Step 7: Finalize the renewal

- Review the renewal at top of page and print a copy for your records (see green highlight).
- Print the Paper Certification Page for the Legal Responsible Party to sign and mail to Ecology at this address:
Washington State Department of Ecology
MS4 General Permit Writer
P.O. Box 47696
Olympia, WA 98504-7696
- The Paper Certification Page must be signed by the Legal Responsible Party.

Please review your Notice of Intent (NOI) application before signing. [Print & Review NOI](#) (Your PDF reader will popup. You can not submit your NOI using this link or mailing this paper copy, you must use one of the options below.)

How would you like to submit your NOI?

eSignature	Print and Sign
<p>For signers that have an existing electronic signature account that is active within the Water Quality Permitting Portal (WQWebPortal).</p> <p>This option is available if you are the legally responsible official (see permit for details) and have an approved electronic signature account.</p> <p> An Electronic Signature Account will be required. Learn more</p> <p>Log into Signature Account</p>	<p>For signers that do not have an electronic signature account.</p> <p>You will be required to mail a confirmation page back to the Department of Ecology in order to complete your NOI application. Changes may be made to your NOI until we have received and processed the certification, then the application will be locked.</p> <p>Your NOI application should be printed and signed by the Legally Responsible Party. Mail this application to Ecology HQ. If you have questions about your application, please contact your permit planner.</p> <p>No signature account is needed.</p> <p>Print and Sign</p>

Already started a renewal? Find the existing renewal you started.

- Click on top of page “Search My NOI” or
- In the middle of the page “Search my existing Notice of Intent (NOI) applications and renewals”

The screenshot shows the WQWebNOI portal interface. At the top, there is a header with the Department of Ecology logo and the text 'Notice of Intent WQWebNOI'. Below this is a navigation bar with links: 'WQWebNOI Home', 'WQWebPortal Home', 'Search My NOIs' (highlighted in yellow), 'Manage Signature Account', 'Help', and 'Logout'. The main content area is titled 'Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent'. It contains a paragraph explaining that a Notice of Intent (NOI) is an application to be covered under a general permit. Below this, it states that the coverage is for a specific location and is not transferable. A section titled 'What would you like to do?' contains a yellow button labeled 'Search my existing Notice of Intent (NOI) applications and renewals'. Below this button, it says 'Start a Notice of Intent (NOI) application for:' followed by a list of permit types, each with a 'Renew' link and a 'New' link. The permits listed are: Construction Stormwater General Permit, Industrial Stormwater Permit, Sand and Gravel General Permit (Fixed Sites), Sand and Gravel General Permit (Portable Sites), Upland Fin-Fish Hatchling and Rearing General Permit, Water Treatment Plant General Permit, Boatyard General Permit, Winery General Permit, and Municipal Stormwater Permits.

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What would you like to do?

[Search my existing Notice of Intent \(NOI\) applications and renewals](#)

Start a Notice of Intent (NOI) application for:

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- Industrial Stormwater Permit - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [Renew](#) - [New](#)
- Sand and Gravel General Permit - Portable Sites - [Renew](#) - [New](#)
- Upland Fin-Fish Hatchling and Rearing General Permit - [Renew](#) - [New](#)
- Water Treatment Plant General Permit - [New](#)
- Boatyard General Permit - [Renew](#) - [New](#)
- Winery General Permit - [New](#)
- Municipal Stormwater Permits - [New](#)

If you need assistance completing your renewal application, please email your regional permit planner.